



**ARIZONA STATE RETIREMENT SYSTEM (ASRS)**  
**MILITARY CALL-UP INSTRUCTIONS**  
**EMPLOYER USE ONLY**

PLEASE PRINT

COMPLETE AND SEND TO:  
ASRS – FSD  
PO Box 33910  
Phoenix, AZ 85067-3910

Phoenix (602) 240-2000  
Tucson (520) 239-3100  
Toll-Free (800) 621-3778  
TTY (602) 240-5333  
Fax (602) 240-5388  
[www.azasrs.gov](http://www.azasrs.gov)

### **STEP 1**

Employee provides a DD-214 or equivalent to their employer who will substantiate military service due to military call-up.

### **STEP 2**

Employers complete this form in its entirety using dark ink. The employer must submit both the completed form **AND** the DD-214 or its equivalent to the ASRS. If the employee died as a result of active duty, a death certificate must be provided. [The ASRS will mail an invoice to the employer.]

### **Restrictions**

- An active ASRS member who is also a member of the Arizona National Guard or the United States military reserves and who volunteers or is ordered into active military service as part of a federal military call-up is eligible to receive ASRS credited service time while on active duty.
- The employee must be honorably separated from active duty and return to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, be disabled and unable to return to work, or have died during active military service.
- The employer must pay both the employee and employer contributions in lump sum upon return to work or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee can receive a maximum of 60 months of ASRS credited service as military call-up.
- Any military call-up service over the 60 months may be purchased by the employee as Military Service. The employee should contact the ASRS directly to submit a 'Military Service' service purchase request.

### **Filling out the Form**

#### **SECTION 1 – Member Information**

- Fill in the member's personal information.

#### **SECTION 2 – Military Service Due to Military Call-up**

- Fill in the start and end date of call-up service.
- Fill in the date the member returned to work.
- Mark the appropriate check box indicating if member received pay during the call-up period.
- Mark the appropriate check box indicating if the DD-214 or equivalent is attached.

#### **SECTION 3 – Fiscal Year, Gross Salary and Pay Period Listing**

- Fill in Fiscal Year and Gross Salary for each Fiscal Year of the member's Military Call-up period.
- List each Pay Period Ending and Gross Salary the member would have earned during the Military Call-up period.
- Make additional copies of page two if the Military Call-up period is longer than three years.

#### **SECTION- 4 – Employer Information**

- List the Employer Name used to report ASRS contributions.
- Fill in the employer address to where the ASRS should mail the invoice.
- Fill in the employer contact for questions regarding this member's call-up.
- Employer signature – this should be either the payroll manager or human resources manager or their authorized designee.



**MILITARY CALL-UP - EMPLOYER USE ONLY**SECTION 3 Continued– Fiscal Year, Gross Salary and Pay Period Listing[illegible]

<b>Pay Period Ending</b>	<b>Gross Salary</b>	<b>Pay Period Ending</b>	<b>Gross Salary</b>	<b>Pay Period Ending</b>	<b>Gross Salary</b>
				Have you listed additional pay periods on a third page? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Revised: 12/11/09